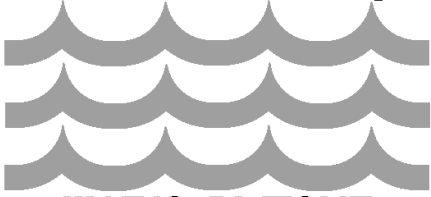

crestline village



WATER DISTRICT

Memo

To: Board of Directors
From: Staff
Date: October 14, 2022
Subject: Pitney Bowes Postage Machine

The current postage machine the District has will no longer be able to be used as of December 31, 2022. The metered postage, provided to us by the United States Postal Service, will no longer be supported. The upfront cost for this new machine will be \$4,107.87, which includes the first quarter costs and the first years' equipment maintenance. The current cost to the District every quarter is \$180.00 plus tax and an annual cost for equipment maintenance of \$295.50. The cost for the new machine per quarter will be \$134.52 plus tax and an annual cost for equipment maintenance of \$321.60.